

**GUIDANCE INDEX**

*In this subject index figures  
refer to numbered entries*

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*Volume XVII**Number 3**March, 1954***FOR THE ADMINISTRATOR,  
COUNSELOR, TEACHER, AND  
PROFESSIONAL WORKER**

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## NEW SRA PUBLICATIONS

According to an important new study made by the Publishers Liaison Committee, not only is science fiction the most popular reading among teenagers, but young people are also becoming more and more interested in nonfiction scientific books. For those boys and girls, grade six through high school, who want to know more about modern developments in science, SRA is introducing a new series of science booklets—the *Modern World of Science* series.

**Smashing the Sound Barrier** by Paul Brinkerhoff, an instructor at Phillips Exeter Academy, is the first booklet in this new series. (See review item No. 33.)

**Better Living Booklet, What Tests Can Tell Us About Children** by J. Wayne Wrightstone, Director, Bureau of Educational Research of the New York City Board of Education. (See review item No. 29.)

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## DIRECTIONS FOR USE

*The Guidance Index lists the best current material in education with emphasis on guidance and its related fields. The items are divided into two main groups. The first is material for the counselor, teacher, administrator, and professional worker; the second, for the student.*

*The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (\*) denotes material especially suitable for the elementary schools.*

*Every effort is made to list as many free and inexpensive (50 cents or less) publications as possible. A dagger (†) denotes this material. In this issue of the Guidance Index you will find:*

**52 items covering 38 subjects. 28 items are free or inexpensive.**

**Note**—The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

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## FOR THE ADMINISTRATOR, COUNSELOR, TEACHER, AND PROFESSIONAL WORKER

*Items listed in this category give information on guidance and related fields: child development, personal adjustment, education, and vocational guidance.*

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### AUDIO-VISUAL EDUCATION

1. †**The Teacher Talks about Sound Recording.** [Audio Devices Inc., 444 Madison Ave., New York 22.] 1953. 40 pp. Free.

This booklet contains articles written by teachers who are using tape and disc recorders in their daily classroom activities. The articles describe their use at all educational levels and for a variety of purposes, i.e., the teaching of reading at the elementary level, for speech courses, in foreign language classes, and for the preservation of radio programs. Educators will be interested in the possibilities of sound recording described here and in the technical information on sound recording methods—mechanical, magnetic, and optical.

Subscribers to SRA's *Guidance and Educational Services* (Senior or Junior) will receive a business reply card for ordering this booklet in the package of free guidance materials.

2. **Television in School, College, and Community.** Jennie Waugh Callahan. [McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.] 1953. 339 pp. \$4.75.

This book describes the work being done by audio-visual specialists at all educational levels and by community and state organizations. The author discusses such fundamental matters as the financial arrangements and costs of educational television, programming philosophy, and educational television techniques. Actual production scripts of a

variety of content and form and designed for a wide range of audiences are presented. Included are discussions of direction and production techniques, tips for teachers on being at ease before the cameras, and a bibliography listing research material generally available and original sources compiled for this book. There is also a section containing references on television equipment and a list of the manufacturers of this equipment.

### CHILD GUIDANCE

3. **How to Be a Better Parent.** Barney Katz. [The Ronald Press Co., 15 E. 26th St., New York 10.] 1953. 258 pp. \$3.00.

Dr. Katz describes the growth and development of children and the behavior changes which accompany the growth process. He not only offers suggestions for meeting particular problems, i.e., eating problems, aggressiveness, daydreaming, but shows how the progress science has made in understanding human behavior can be used by parents to bring about a better understanding of themselves and their children. The effects of parental attitudes and ideals, sex education, sibling relationships, and family crises—death, divorce—are among the other aspects of family living which the author writes about from his background as a clinical and child psychologist specializing in parent-child relationships and the problems of children. The list of recommended readings has been classified into titles on infancy and childhood, school-age children, adolescence, personal mental health, marriage and family living, and sex development and education.

4. **The Intelligent Parent's Manual.** Florence Powdermaker and Louise Grimes. [Penguin Books, Inc., 3300 Clipper Mill Road, Baltimore 11, Md.] 1953. 318 pp. 65c.

This handbook is intended as a guide for parents in caring for and understanding their children from birth through adolescence. The book makes no attempt to set forth positive answers to child guidance problems confronting parents but rather attempts to indicate areas of concern and offer possible solutions. Some of the topics discussed in the handbook are feeding in infancy, fears and anxieties of the very young child, the young child's interest in sex, intellectual development in later childhood, school adjustment problems, and physical changes and emotional development during adolescence. The authors use numerous examples to explain children's actions and to indicate how behavior problems may be effectively dealt with. An appendix of other useful information is included as well as an index to the subject areas of the book.

5. **Linda Goes to the Hospital.** Nancy Dudley. [Coward-McCann, Inc., 210 Madison Ave., New York 16.] 1953. 48 pp. \$2.00.

The story of Linda and her experiences in the hospital will help parents and teachers tell children what a hospital is like so that they will not fear a trip to the hospital. Not all of Linda's experiences are fun but her understanding that the hospital is a place that makes people well helps her through the less pleasant parts of her stay. The author consulted hospital staffs, and a leading New York pediatrician went over the manuscript and made suggestions. The story can be read to young children, and the illustrations by Sofia will be enjoyed by both adults and children.

#### CHILD LABOR

6. **†Young Workers in 1953.** [Natl. Child Labor Committee, 419 Fourth Ave., New York 16.] 1953. 19 pp. Single copies, free.

This annual report of the National Child Labor Committee discusses what can be known of teen-age employment from the Decennial Census reports. Comparison of the 1940 and 1950 figures shows that, despite a decrease in the size of the 14-17 age group, there has been an increase in the number of young people at work. The industries where these young people are employed are listed, and a breakdown of employment figures for the 14-15 and 16-17-year-old workers is given as well as the total for the entire 14-17-year-old group. Figures on the school enrollment of working children, on the length of their working week, and on grade attainment of young workers are also included. The booklet outlines the major areas of child labor needs as emphasized by the 1950 Census figures and describes the activities of the Committee during the 1952-1953 year.

#### CITIZENSHIP

7. **†Citizenship and Service.** Arnold Meier and others. [Wayne Univ. Press, 4841 Cass Ave., Detroit 1, Mich.] 1953. 11 pp. 50c. Quantity discounts.

The major purpose of the tax-supported public schools is to educate youth for effective citizenship. Working from this premise, this booklet suggests out-of-class activities to teach citizenship to young people. The authors feel that this booklet will be valuable in helping to clarify and codify the ultimate purposes of service organizations. The authors stress that the main objectives of service organizations should be to maintain an orderly efficient school, teach an understanding of democracy, develop skill in human relations, and provide for individual differences.

#### COUNSELING

8. **†Group Guidance Techniques.** Ernest A. Minka. [Ernest A. Minka, 459 E. Green St., Westminster, Md.] 1953. 40 pp. 50c.

This booklet defines group guidance and explains its values and advantages, i.e., students can discover that many of their problems are not peculiar to them, but are shared by their contemporaries. It contains a questionnaire which was used to chart the character ratings of students and presents the conclusions drawn from this study. Suggestions for use by teachers in character education programs are outlined. There are topics for discussion, checklists, and reading references for both class and individual use. Reliability, thrift, and judgment are among the traits for which teaching suggestions are made. Study habits, etiquette, and safety are included in the programs aimed at improving adjustment to school and life.

9. †**Ma and Sue — on a Job Interview.** Sarah Splaver. Socio-Guidrama No. 2. [Occu-press, 489 Fifth Ave., New York 17.] 1953. 12 pp. 50c.

This guidance playlet is designed to promote discussion on a problem which faces many high school students when they first seek employment. In this instance it is a high school girl's mother who accompanies her daughter on a job interview. The last page of the leaflet contains helpful hints for the counselor who leads the discussion which follows presentation of the playlet.

10. **Roles and Relationships in Counseling.** Ralph F. Berdie, Ed. [University of Minnesota Press, Minneapolis 14, Minn.] 1953. 37 pp. \$1.25.

This booklet contains papers from the Second Annual Conference of Administrators of College and University Counseling Programs which was held in November, 1951. The problems involved in arriving at a definition of counseling; suggestions for establishing and maintaining relationships with faculty members, students, and other agencies; and the use of group procedures in counseling activities are the topics covered by the papers. Counselors in college and university settings will find this booklet of particular value.

11. **The Work of the Counselor.** Leona E. Tyler. [Appleton-Century-Crofts, Inc.,

35 W. 32nd St., New York 1.] 1953. 323 pp. \$3.00.

This book was written to serve primarily as a college text for a first course in counseling procedures for students planning to work at the high school or college level. However, the author has also considered the needs of high school teachers in service who find themselves doing counseling in addition to their teaching duties. She discusses the counselor's function in society and the role of the school counselor in the school personnel program. The use of records, tests, and occupational information in the counselor's work is covered along with interview skills. There is a bibliography and a list of selected references.

## EDUCATION, GENERAL

12. **Handbook for Core Teachers.** Rev. ed. [Board of Education of Prince George's County, Upper Marlboro, Md.] 1953. 43 pp. \$1.00.

This handbook on the core curriculum was developed for use by teachers in Prince George's County. It contains descriptions of the social studies program at the elementary level and of the core program in grades 7 through 9. There are suggestions for use of the core block of time and for use of the library as a resource in the core program. Suggestions are made on the spending of the core program financial allotment, and forms for accounting to the Board of Education on core expenditures are included. A bibliography on adolescent needs, compiled by Dr. Harold Alberty, will prove helpful.

## EDUCATION, HIGHER

13. **The Counselor's Guide to Higher Education.** [Marguerite Tuttle, Inc., 28 W. 44th St., New York 36.] 1953. 56 pp. \$1.50 per copy, plus 20c for mailing.

This guide contains a selected list of colleges, universities, junior colleges, and pro-

fessional schools. It gives information of a general nature about each school, covering such items as enrollment, expenses, scholarships, the percentage of students in fraternities or sororities, and the accrediting agency. In addition, tests and credits recommended or required for admission and fields of study are indicated for each college and university, and the courses of study offered by each junior college and professional school are described. There are articles on the trend in admission requirements, the role of testing in educational counseling, and other topics. Included are lists of books which will prove helpful to guidance counselors.

## EDUCATION, SECONDARY

14. **Developmental Guidance in Secondary School.** Wilson Little and A. L. Chapman. [McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.] 1953. 324 pp. \$4.50.

This book was written for use by college students preparing for guidance work in schools and for counselors and administrators concerned with the improvement of existing guidance services. The authors describe and explain the problems of high school students and suggest ways by which guidance services can better help students to solve their problems. Among the problems of young people which the authors discuss are social, vocational, personality, and health problems. Guidance as an integral part of secondary education and the important role of the secondary-school principal in the successful operation of a guidance program are emphasized. Organization of the school for guidance is discussed, and a chapter is devoted to the guidance uses and possibilities of the homeroom.

## EXCEPTIONAL CHILDREN

15. **Introduction to Exceptional Children.** Harry J. Baker. Rev. ed. [The Mac-

millan Co., 60 Fifth Ave., New York 11.] 1953. 500 pp. \$5.00.

This book, while intended for college-level courses, will be of value as a reference book for teachers in service, school administrators, and others who work with exceptional children. The author considers the problems peculiar to each group of exceptional children and emphasizes the implications of these problems for educators. The reference material at the end of each part of the book consists of books, periodicals, and organizations or associations concerned with specific groups of exceptional children and adults.

## FAMILY LIFE EDUCATION

16. **Whom God Has Joined.** Phyllis C. Martin and Albert Martin Jr. [Edward Bros., Inc., Ann Arbor, Mich.] 1953. 154 pp. \$2.50.

This book, the result of the authors' experiences with students, is currently in use at Pennsylvania College for Women and at the University of Pittsburgh. It is concerned, as can be seen from the title, with the nature of marriage. The authors describe the different types of family arrangements—monogamy, group marriage, polygyny, and polyandry—and discuss the reasons why monogamy is the one best suited to the producing and rearing of children. The emotional and physical natures of men and women, the social context within which marriages exist, and the changing economic structure of the family are some of the other topics covered by the authors. A list of selected references will serve to guide further reading.

## HEALTH AND HYGIENE

17. **†Vision Screening of School Children.** [California State Dept. of Education, Bureau of Textbooks and Publications, Sacramento 14, Calif.] 1953. 27 pp. 15c.

This booklet was prepared to enable school administrators to set up a standardized program of vision screening at the district and county levels. Except for the information on California state statutes governing vision screening of school children, the material will be useful in any school or state. A partial listing of the booklet's contents includes the requisites of a vision screening program, signs of visual difficulty, retesting pupil's vision and making recommendations. A detailed description is also provided of the two most prominent tests of visual acuity—the Snellen and plus sphere tests. An appendix to the booklet contains sample forms that can be followed in recording and reporting vision screening results, and a bibliography provides selected references for further reading.

## HUMAN RELATIONS

18. †**Character Education and Spiritual Values in an Anxious Age.** Rudolf Dreikurs. [The Beacon Press, 25 Beacon St., Boston 8, Mass.] 1952. 23 pp. 50c.

The author of this booklet sees a need for a change in the attitudes of adults toward themselves and toward children. He describes inter-personal relationships based on mutual respect as fundamental to educating children for a democratic society. The gap between what adults teach and what they do is, according to Dr. Dreikurs, a severe deterrent to character education since children are aware of this differential and confused by it.

## LANGUAGE ARTS

19. **Conversation and Communication.** Joost A. M. Meerloo. [International Universities Press, Inc., 227 W. 13th St., New York 11.] 1952. 245 pp. \$4.00.

Dr. Meerloo uses the "multiple tool" approach in this study of language and under-

standing. Concepts from linguistics, psychoanalysis, and social psychology are used in his investigation of communication. The origin, use and misuse of language; the meaning and function of human communication; and kinds of language, i.e., gesture, picture, and baby language, are some of the topics covered by Dr. Meerloo. Because of the book's non-technical, essay form it should prove interesting, profitable reading for the general public as well as for educators—who are intimately concerned with the communication of ideas.

## MENTAL HYGIENE

20. **The Troubled Mind.** Beulah C. Bosselman. [The Ronald Press Co., 15 E. 26th St., New York 10.] 1953. 206 pp. \$3.50.

This book by Dr. Bosselman traces emotional development from infancy through old age. The problems which are met at different ages and which must be solved successfully if the individual is to achieve emotional maturity are described. The author discusses the results of unsuccessful attempts to resolve these problems and offers suggestions for the improvement of mental health. In connection with these suggestions she describes the work of those groups which contribute to the establishment, maintenance, and restoration of mental health and outlines the structure of the professional groups in this field and the work they do. The list of books suggested for further reading includes titles suitable for lay and professional reading.

## PSYCHOLOGY

21. **Understanding Boys.** Clarence G. Moser. [Association Press, 291 Broadway, New York 7.] 1953. 190 pp. \$2.50.

This book is intended to help parents and others who work with boys and boys' groups to a better understanding of youth. Mr.

Moser traces the physical, emotional, mental, and social growth of boys separately, then fits these aspects of the developing personality into a chronological framework to show their interaction at different age levels from infancy to middle adolescence. Among the ten basic tasks necessary for the achievement of adulthood, as described by Mr. Moser, are developing a normal pattern of affection, achieving independence, and developing a sound set of values. The author explains how parents can best lend support and affection to help boys achieve mature adulthood but stresses that the agencies of the community must stand ready to lend assistance and support to the boy and his family whenever needed. A list of sources for further information is included.

## READING

22. \*†How Children Learn to Read. Place of Subjects Series. [U.S. Govt. Print. Off., Washington 25, D.C.] 1952. 16 pp. 15c.

This bulletin describes how children learn to read and discusses the ways teachers and parents can help make this learning experience a successful one for children. It explains how and why the method of teaching beginning reading has changed. Kindergarten pre-reading experiences and home experiences for the child who does not attend kindergarten are discussed. Of interest to parents will be the section on how to judge whether a child is reading up to capacity.

## SCHOOL ADMINISTRATION

23. Democratic Supervision in Secondary Schools. Charles W. Boardman and Others. [Houghton Mifflin Co., 2 Park St., Boston 7, Mass.] 1953. 557 pp. \$5.00.

The authors of this book are concerned with the supervisor's role as educational leader and with the improvement of instruc-

tion through in-service training for teachers. They discuss cooperative planning for improving instruction and explore such techniques as observation, conferences, and the use of measurement in achieving this improvement. Among the other ways discussed, in which the supervisor can assist teachers, are the selection and organization of learning materials, and the improvement of teacher-community relations. A final chapter is concerned with the evaluation of the effectiveness of a program aimed at improving instruction. References at the end of each chapter will serve as a guide to further reading.

24. Reporting on the Growth of Children. Bulletin No. 62. [Assn. for Childhood Education Internatl., 1200 15th St., N.W., Washington 5, D.C.] 1953. 47 pp. 75c.

This bulletin on the purpose and methods of reporting on the growth of children discusses the shift of emphasis which resulted in a comparison of children's achievement with their abilities instead of with the achievements of other children. Techniques which make the newer methods of reporting more effective are described, and methods used in small school, county school, and city school systems are summarized. Since parents, teachers, and children are concerned in the evaluation process there is also consideration of their reactions to this closer cooperation.

## SEX EDUCATION

25. †The How of Sex Education. Mary Lewis Coakley. [The Queen's Work, 3115 S. Grand Blvd., St. Louis 18, Mo.] 1953. 32 pp. 10c.

This pamphlet for Catholic parents points out that since children will get sex information parents must be concerned about the manner in which this information is received. The author discusses the kind and amount of information needed by children at different ages and suggests ways parents

can both supply facts and teach healthy attitudes toward sex. She emphasizes the importance to the teaching of attitudes of the parents' day-to-day attitudes toward one another and toward their children.

## STUDENT PERSONNEL SERVICES

26. †**From School to Job: Guidance for Minority Youth.** Ann Tanneyhill. [Public Affairs Committee, 22 E. 38th St., New York 16.] 1953. 28 pp. 25c. Quantity prices.

This pamphlet analyzes the problems involved in meeting the educational and vocational guidance needs of minority youth. Since Negroes form the largest minority group, their problems are treated most specifically. The author feels that although racial barriers are gradually crumbling, there are still many barriers to equal vocational and educational opportunity for Negroes. She discusses three views on how Negro youth should be counseled and describes guidance programs which are based on the belief that Negro students should be educated for jobs in line with their abilities and aptitudes.

27. **Testing for Guidance Purposes.** Robert E. Carey. Amer. Guidance Program Monographs. [Research Publishing Co., 6 Beacon St., Boston 8, Mass.] 1953. 24 pp. \$1.00.

This monograph on the testing part of the guidance program suggests a testing program which is suited to the guidance purposes for which test data are used. This program includes tests of reading readiness, scholastic aptitude and achievement, interests, and special aptitudes, and is one which is being carried out in a large metropolitan school system. The author gives specific test titles for the areas mentioned above and discusses the considerations which must be observed in planning test programs. The purposes other than guidance to which test data may be put are briefly covered also.

## SURVEYS

28. **Drinking in College.** Robert Straus and Selden D. Bacon. [Yale Univ. Press, 143 Elm St., New Haven 7, Conn.] 1953. 221 pp. \$4.00.

This book reports on the drinking habits of students in 27 colleges. This total includes public, private, and sectarian institutions; coeducational, men's, and women's; white and Negro; urban and rural; large and small; and in different geographic locations. Students' habits were surveyed by questionnaires which covered formal education, marital status, and occupation of parents; circumstances of first drinking; frequency of drinking and variations in drinking pattern; attitudes toward and reasons for drinking; and other aspects of drinking in college too numerous to mention here. The facts revealed by this survey have significance for both parents and educators.

## TESTS AND SCALES

29. †**What Tests Can Tell Us About Children.** *Better Living Booklet.* J. Wayne Wrightstone. [Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.] 1954. 48 pp. 50c. Quantity discounts.

This booklet is designed to help teachers and parents understand how better and more practical use can be made of psychological tests. Different kinds of tests and new developments in the testing field are discussed in detail. The author shows how tests can be measured as to reliability and validity and how school people can plan a program that will make the best use of test results. The point is emphasized that specific tests, used in conjunction with other materials, can give teachers and parents a more complete picture of the child—his academic ability, past achievement, special aptitudes and weaknesses, and interests and personality—and thus enable them to accept his limitations and reinforce his strong points. The author of the booklet is Dr. J. Wayne Wrightstone, Director, Bureau of Educational Research of the New York City Board of Education.

## FOR THE STUDENT

*Items listed in this category are divided into two groups: Life Adjustment Material which gives information about social, personal, and school problems; and Vocational Material, which gives information about occupations.*

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### LIFE ADJUSTMENT MATERIAL

#### CURRENT AFFAIRS

30. **Knowing Your Newspaper.** Geraldine Saltzberg. [World Book Co., 313 Park Hill Ave., Yonkers 5, N.Y.] 1953. 101 pp. 96c.

This text for high school courses in English or the social studies contains background material which will help students read the newspaper critically and activities for class or individual use. Among the topics covered by the author are the reportorial and editorial functions of newspapers, ways in which news is gathered, press freedom, and the component parts of the paper—sports section, advertisements, comics, etc. The appendix contains such items as a glossary of newspaper terms, a list of outstanding people and papers in journalism before 1900, and a bibliography.

#### EDUCATION, HIGHER

31. **†The Best College for You.** [Made-moiselle, 575 Madison Ave., New York 22.] 1954. 11 pp. 10c. Reprinted from *Mademoiselle*, January, 1954.

The articles in this reprint discuss the offerings of four-year, degree-granting institutions and of junior colleges. The visual arts, theatre arts, and education are among the fields for which good four-year schools of a variety of sizes, types, and locations are mentioned. In the section on junior colleges the ways in which they differ from four-year schools, and who is likely to benefit most from attending a junior college are among the points discussed. Junior colleges offering courses of study in business adminis-

tration, merchandising and retailing, child development, home economics, fine and applied art, to name a few of the fields covered, are listed. The reprint also includes an article on scholarships for study in the practicing arts and short descriptions of sixteen colleges.

#### MATHEMATICS

32. **†Why Study Math?** [Public Relations, Dept. 2-119, General Electric Co., 1 River Road, Schenectady 5, N.Y.] 1953. 8 pp. Free.

This booklet for students in high school describes the importance of mathematics in a world of rapid technological changes. The demand for personnel with special technical training, and the amount and kinds of mathematics needed by people in various occupations are discussed. The booklet shows how the four parts of arithmetic—addition, subtraction, multiplication, and division—are used in the more advanced parts of mathematics. It tells students what kinds of problems geometry, trigonometry, and the calculus are used to solve and how the analytic nature of mathematics can serve them whether or not they use mathematics in earning a living.

Subscribers to SRA's Guidance and Educational Services (Senior or Junior) will receive this publication in the package of free guidance materials.

#### SCIENCE

33. **†Smashing the Sound Barrier.** Paul Brinckerhoff. *Modern World of Science Booklet.* [Science Research Asso-

ciates, Inc., 57 W. Grand Ave., Chicago 10.] 1954. 48 pp. 50c. Quantity discounts.

This, the first booklet in SRA's new Modern World of Science series, tells the exciting story of how men solved the problem of breaking through the sound barrier to fly faster than the speed of sound. The booklet explains what sound is, shows why the sound barrier was such a challenge, and describes the many difficulties involved in breaking through the sound barrier. Entirely factual, the exciting stories about the first jet engines and the first planes and pilots to fly faster than the speed of sound are given. Jet engines, rocket motors, and the problems of high speed flight are discussed in detail. The last chapter tells of the new world of speed and of some of the amazing developments that may come in the future. Throughout the booklet, there are simple experiments to help young people better understand the scientific principles involved in jet flight. The booklet is written in a clear, easy-to-understand style, and there are attractive, two color illustrations, as well as many photographs of the latest jet planes. The author of *Smashing the Sound Barrier* is Paul Brinckerhoff, an instructor at Phillips Exeter Academy.

## SOCIAL AND PERSONAL ADJUSTMENT

34. Bennett High. Marguerite Dickson. [Longmans, Green & Co., Inc., 55 Fifth

Ave., New York 3.] 1953. 218 pp. \$2.75.

This is a novel about Angelica Foster who was forced to change schools in her senior year of high school. The change separated her from her friends and put her in a school which served a group she regarded as her inferiors—children of the factory workers and the foreign-born in the city. The story deals with her resentment at the change forced upon her by the school system and her father's idea of democracy, and of her gradual adjustment to the new situation. She learns to know, understand, and respect young people of different backgrounds, and gradually she achieves a deeper understanding of her democratic heritage with its responsibilities as well as its privileges.

35. *Face Your Life with Confidence.* William E. Hulme. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1953. 232 pp. \$2.75.

Dr. Hulme presents case histories based on actual counseling experiences with young people in this book aimed at helping youth solve its problems. He observes that the contemporary younger generation has grown up in the face of perpetual crises which have undercut their self-confidence and left them with a feeling of insecurity. Among the problems of youth with which he deals are home-centered conflicts, tangled love affairs, personality problems, and religious doubts. The author is Chaplain of Wartburg College, Waverly, Iowa.

## VOCATIONAL MATERIAL

### AGRICULTURE

36. *Your Career in Agriculture.* Wilbur B. Wood. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1953. 161 pp. \$1.95.

This workbook is designed to help freshmen students in agricultural colleges plan their college and career futures intelligently.

The activities which it outlines will acquaint students with the services and facilities offered by college, and with the opportunities in agriculture. Among the fields for which the nature of the work, training required, and employment opportunities are discussed are agricultural biochemistry, animal husbandry, dairy science, forestry, and horticulture. Sections on study habits and the social aspects of college life will help the student improve his personal adjustment

and gain more from college life than academic knowledge. There are reading references and checklists to further help the student.

## AIR TRANSPORTATION

37. †*Air Line Pilot*. Rev. ed. [The Guidance Centre, Ontario College of Education, Univ. of Toronto, 371 Bloor St., West, Toronto 5, Ontario.] 1953. 4 pp. 20c; 12c in Canada.

This vocational monograph presents information about a career as a commercial pilot. Although the information is based on air transportation as it exists in Canada, the general requirements and advantages are much the same as in the United States. After briefly tracing the growth of Canadian air transportation, the brief discusses the training needed to qualify as a commercial pilot. The three most important things for the would-be pilot to consider, states the brief, are first, that he is sure he wants to make piloting a lifetime career; second, that he is physically fit for the profession; and third, that he has the personal qualities necessary. A bibliography for further reading is included.

## ART

38. †*Careers in the Crafts*. Harold J. Brennan. Vocational Guidance Series. [Public Relations, Rochester Institute of Technology, 65 Plymouth Ave., South, Rochester 8, N.Y.] 1953. 30 pp. Apply.

This booklet on the hand arts discusses the role of the crafts in an industrial society and describes the career opportunities which this field offers. The opportunities in this field are as a self-employed designer-craftsman, a designer-technician in industry, or as a teacher and administrator of crafts programs. Often one of these areas is combined with another to make a rewarding career. The booklet discusses education for a career in the hand arts and describes the program of the School for American Craftsmen, a department of Rochester Institute of Technology.

## BANKING, BROKERAGE, AND FINANCE

39. †*Careers in the Consumer Finance Field*. [B'nai B'rith Vocational Service Bureau, 1761 R St., N. W., Washington 9, D.C.] 1953. 8 pp. 20c.

This occupational brief outlines the opportunities and qualifications in the consumer finance field. The pamphlet traces briefly the rapid expansion of the consumer loan industry in the last decade and predicts an increase in the use of credit in the future. Although starting salaries in this field are relatively low, states the brief, any evaluation of earnings must include the wage possibilities in the long run. The pamphlet also describes the various positions available within the finance and loan organization and compares the advantages and disadvantages of working for small or large finance organizations. It also recommends desirable courses of study in both business colleges and four year universities.

## CLERICAL WORK

40. †*Do You Ever Dream of...* [Retail Clerks Internatl. Assn., Levering Bldg., Lafayette, Ind.] 1953. 16 pp. Apply.

This booklet presents the results of a survey of the opinions of high school seniors in a city of 100,000 on which of five fields offered the best pay, the greatest opportunity for advancement, and the best job training. It points out how student opinion differs from fact on the comparability of salary, training, and advancement in these five fields—bank work, general office work, department stores, super markets, and small clothing stores. The booklet also discusses typical retail employee benefits, the kinds of jobs within the retail field, and the contributions of unions to retailing. Students interested in working in any one of these five fields will find the information in this booklet of value.

41. †*The Nine Vital Jobs for Women in Business*. [Glamour's Job Dept., 420

Lexington Ave., New York 17.] 1953. 4 pp. Free.

This chart covers the following basic jobs: mail girl, receptionist, clerk, typist, office machine operator, stenographer, secretary, telephone operator, and salesgirl. For each job the chart notes the nature of the work, the educational and personal requirements, basic business skills needed, salary figures, and employment outlook. There are hints on locating job openings, on preparing for an interview, and on making the most of a job. The jobs listed above were chosen because they offer a start in the business world, exist in all companies and communities, have job openings constantly, and are held by the greatest number of women. The chart may also be ordered without charge in quantities up to 25 for classroom use.

#### DOMESTIC AND PERSONAL SERVICE

42. †Beauty Is Big Business. [Beauty Career Council, 949 Broadway, New York 10.] 1953. 8 pp. Free.

Steady, profitable, and rewarding work is an advantage of a career in cosmetology, according to this vocational brief. Other advantages include the possibility of eventual self-employment, short-term training requirements, and no particular age limit. The brief also lists a number of different positions the trained beauty culturist can hold and answers some common questions about the field of beauty care. The training requirements set up by the state licensing boards vary from state to state, but they are usually very reasonable. The pamphlet recommends that the person interested in this field consult with a guidance counselor and visit beauty schools to obtain further information.

#### ENGINEERING

43. †Should Your Child Be an Aeronautical Engineer? Igor Sikorsky as told to Phil Gustafson. [New York Life Insurance Co., Public Relations Dept., 51 Madison Ave., New York 10.] 1953. 8 pp. Free.

"Today, the future ahead of a young aeronautical engineer is as limitless as the air itself," according to pioneer aeronautical engineer, Igor Sikorsky. The author states that the new aeronautical engineer can earn from \$4,200 to \$4,800 a year at the start with the wage ceiling practically unlimited. The pamphlet contains a short checklist whereby parents can gauge their child's aptitude for an engineering career and enumerates personal qualities common to successful engineers. The author also traces the development of a new aircraft from the drawing board to the flight line to illustrate various specialized engineering skills utilized in the modern day aviation industry. Mr. Sikorsky points out that an aeronautical engineering degree is also one of the surest tickets to the top in military aviation.

#### GOVERNMENT AND PUBLIC SERVICE

44. †Federal White-Collar Workers—Their Occupations and Salaries, June 1951. U.S. Dept. of Labor. [U.S. Govt. Print. Off., Washington 25, D.C.] 1953. 43 pp. 15c.

This bulletin reports a study made in 1951 of the occupations and salaries of the administrative, professional, and clerical personnel employed by the federal government. Students interested in a career in government and public service will find this book informative. They can learn which occupational groups are concentrated in the Washington, D. C. area, which agencies employ the most white-collar workers, and the salaries paid to government personnel in the administrative, professional, and clerical groups.

#### HEALTH

45. The Girl in the White Coat. Helen Wells. [Julian Messner, Inc., 8 W. 40th St., New York 18.] 1953. 184 pp. \$2.50.

This book describes Eve Miller's preparation for a career as a medical technologist. Her decision to study medical technology is followed by three years as a science major at Central College and twelve months' training in medical technology. The author fol-

lows Eve through the difficult but rewarding course of studies and through her friendships and developing romance as well. The student considering a career as a medical technologist will find much of interest in this book.

46. †**Medical Record Librarian.** Sarah Splaver. Occupational Abstract No. 167. [Personnel Services Inc., Peapack, N. J.] 1953. 6 pp. 50c. Special to students, 25c.

The circumstances which led to the development of specialized personnel to maintain medical case records are described in this abstract. It also explains the duties involved in medical record librarianship and points out the difference between this speciality and the work of the medical librarian. In the discussion of educational preparation for medical record librarianship, the five schools offering a four-year course of study leading to a degree are listed. The advantages, disadvantages, and working conditions in this field are also covered.

#### MANUFACTURING, MISCELLANEOUS

47. **Opportunities in Electrical Trades.** Joseph S. Hyman. [Vocational Guidance Manuals, 45 W. 45th St., New York 36.] 1953. 96 pp. \$1.00.

This vocational guidance booklet offers information for the young man interested in a career in the electrical trades. It provides specific answers on the scope of the field, ability required, opportunities for training in the armed forces, and description of labor and trade associations. A chapter on the types of jobs in the electrical field, including facts on duties, salary, training, and advancement possibilities for each position, should be of special worth to the interested person. A list of free pamphlets dealing with the electrical trades and an index to sources of further information about approved trade schools are included.

48. †**Your Brightest Tomorrow!** [Nat'l. Paint, Varnish and Lacquer Assn., Inc., 1500 Rhode Island Ave., N.W., Washington 5, D.C.] 1953. 16 pp. 10c.

This brochure on the paint, varnish, and lacquer industry was prepared for students and guidance counselors. It describes the advantages and opportunities offered by a career in this industry and contains a personnel chart of a typical manufacturing company. This chart is coded to indicate the minimum educational requirements for the many jobs shown. There are suggested activities which will help the student decide which branch of the industry he is most suited for and descriptions of the kinds of work done by employees in each branch.

#### OCCUPATIONS, GENERAL

49. †**1961 Prospects in Fast-growing Industries.** [B'nai B'rith Vocational Service Bureau, 1761 R St., N.W., Washington 9, D.C.] 1952. 4 pp. 20c.

This brief reports on the long-term employment outlook in the fields of synthetic fibers, drugs, electrical power, transportation, and certain of the mineral industries. Within each field those job areas which will need more personnel as a result of this growth are mentioned. Students considering a career in the chemical, metals, electrical, mineral, or transportation industries will be interested in this discussion of long-term prospects.

50. †**Licensed Occupations, Michigan.** [Michigan Employment Security Commission, Employment Service Div., 7310 Woodward Ave., Detroit 2, Mich.] 1953. 52 pp. 25c.

The first part of this booklet contains information on those occupations licensed and controlled by the State of Michigan in which one or more of the following factors are important; special experience, special education, and written examination. Architect, dentist, mortician, real estate broker, and teacher are a few of the specific occupations in this section. Other sections of the booklet list by regulating department of municipal, state or federal government, the occupations, activities and businesses each licenses and regulates.

## PRINTING AND PUBLISHING

51. †**Employment Outlook in Printing Occupations.** Bulletin No. 1126. Bureau of Labor Statistics, U. S. Dept. of Labor. [U. S. Govt. Print. Off., Washington 25, D.C.] 1953. 32 pp. 25c. Reprinted from 1951 *Occupational Outlook Handbook*.

This bulletin describes the occupations which exist within the printing trades. The nature of the work done by hand compositors, linotype operators, proofreaders, and photoengravers, among others, is described and the training and qualifications necessary for these jobs are outlined. The discussion also covers wages for each occupation and the future employment outlook for jobs in each branch of the industry. The booklet contains sources of additional information.

## RADIO BROADCASTING

52. †**Radio Announcer.** [Chronicle Guidance Publications, Moravia, N. Y.] 1953. 4 pp. 50c.

A pleasing voice, clear diction, exceptional reading ability, and good pronunciation are the main qualifications for a successful radio announcer, according to this vocational brief. Although some radio stations do not require a college degree or other formal training of prospective announcers, the tendency is to hire the school-trained announcer. The brief also sets forth information about working conditions, wages, hours, opportunities for promotion, and methods of entry. The brief recommends that the would-be radio broadcaster seek initial employment at a small-town radio station rather than the large network stations. After the announcer has gained experience in all phases of broadcasting at the local level, he will be better prepared for employment at the larger stations. A list of suggested activities and a bibliography for further reference are included.

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